

BY ORDER OF THE  
COMMANDER

HEADQUARTERS, UNITED STATES FORCES, JAPAN  
USFJ INSTRUCTION 36-3102

8 May 2015

Personnel



JAPAN SCHOOL AND INSTALLATION  
ADVISORY COMMITTEES

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

OPR: USFJ/J1  
Supersedes USFJI 36-3102, 28 April 2002

Certified by: USFJ/J1 (COL Christopher Crate)  
Pages: 4  
Distribution: A

**PURPOSE:** To establish policies, objectives, responsibilities, and procedures regarding School Advisory Committees (SACs), Installation Advisory Committees (IACs) and the Japan Advisory Council (JAC) for the schools in Japan operated by the Department of Defense Dependents Schools (DoDDS).

**SUMMARY OF CHANGES:**

1. **SCOPE.** This instruction applies to all service component commands and the employees of DoDDS Japan.

2. **GENERAL.**

2.1. It is DoD policy that professional school employees and parents of students in overseas installations be encouraged to form and operate advisory committees to foster participation in school affairs by the members of the school community. Installation commanders should ensure that advisory committees are established and help preserve their integrity and independence of action.

2.2. Each school operates a SAC, the membership of which is elected from among parents of students, professional school employees, and students. The SAC advises the principal on school matters.

2.4. On installations with more than one school, an IAC is established to advise the installation commander. Each SAC provides one parent member and one school employee member to the IAC. On installations with only a single school, the SAC serves as the IAC. In this case, the SAC advises both the school principal and the installation commander.

2.5. Okinawa may establish an Okinawa District Advisory Council (ODAC) to discuss and resolve issues that cannot be resolved at the IAC or SAC level. Each IAC shall provide a member to the ODAC.

2.6. The JAC is chaired by the Director, Manpower, Personnel & Support (J1) and consists of a representative from each service component command. The JAC provides a forum to discuss DoDDS issues that cannot be resolved at the IAC or SAC level.

2.7. The JAC meets semiannually or as directed by the chair. The Okinawa District Superintendent may attend at his or her own discretion.

### **3. Responsibilities.**

3.1. Commander, US Forces, Japan:

3.1.1. Appoints the Director, Manpower, Personnel & Support (J1) as the commander's representative and chair of the JAC.

3.1.2. Responds to issues brought to the commander's attention by the chair of the JAC, the service component commanders, or the DoDDS district superintendents.

3.2. Director, Manpower, Personnel & Support (HQ USFJ/J1):

3.2.1. Chairs the JAC.

3.2.2. Monitors and reviews SAC and IAC annual end-of-year reports.

3.3. Service component commanders:

3.3.1. Support the IACs by designating a staff member as liaison to scheduled meetings.

3.3.2. Appoint a representative to serve as a member of the JAC.

3.3.3. Respond to issues brought to their attention by subordinate commands. Issues or concerns that cannot be resolved at component level are forwarded to the JAC.

3.3.4. Ensure that IACs are established and functioning at subordinate installations.

3.4. District Superintendents of Department of Defense Dependents Schools:

3.4.1. Provide input for the JAC.

3.4.2. Provide administrative assistance to local school principals in support of SACs and IACs.

3.4.3. Respond to matters brought to their attention by principals, SACs, IACs, or the JAC.

3.4.4. Communicate with the DoDEA Pacific Director on advisory matters that cannot be resolved at the local level.

3.4.5. Maintain contact with local military commanders to promote and strengthen the advisory committee program at both school and installation levels within the District Superintendent's respective area.



3.4.6. Ensure that one copy of all SAC and IAC annual end-of-year reports within the District Superintendent's area are forwarded to the DoDEA Pacific Director, service component commander (through the installation commander), and to HQ USFJ/J1 by 1 July of each year.

3.5. Principals of Department of Defense Dependents Schools:

3.5.1. Assist the chair of each SAC to ensuring that a comprehensive annual end-of-year report is completed in a timely manner.

3.5.2. Attend all SAC and IAC meetings.

3.5.3. Communicate with the DoDDS District Superintendent on advisory matters that cannot be resolved at the IAC level.

3.6. Installation commanders:

3.6.1. Provide logistical and administrative support to the IAC.

3.6.2. Designate the chair for the IAC from the parents/teachers on one of the SACs.

3.6.3. Assist the IAC chairperson in ensuring that a comprehensive annual end-of-year report is completed in a timely manner. Provide a copy to the Regional Director and HQ USFJ/J1 by 1 July of each year.

3.6.4. Act as a communication link between the IAC and the military chain of command on school advisory matters of interest and concern to service component commanders and USFJ.

3.7. Chairs of the SACs and IACs:

3.7.1. Make every reasonable effort to deal with matters brought to their attention by the school community.

3.7.2. Advise the school principals and/or installation commanders on school matters.

3.7.3. Conduct committee meetings at least four times during the school year and provide a copy of the minutes to the JAC.

3.7.4. Prepare and furnish one copy of the annual end-of-year report to the DoDDS school principals, District Superintendent, DoDEA Pacific Director, service component commander (through the installation commander), and HQ USFJ/J1 by 1 July of each year.

#### **4. References:**

4.1. DoD Directive 1342.6, "Department of Defense Dependents Schools (DoDDS)"

4.2. DoD Directive 1342.15, "Education Advisory Committees and Councils"

4.3. DoD Directive 1342.20, "Department of Defense Education Activity"

A handwritten signature in black ink, appearing to read "Mark R. Wise".

MARK R. WISE  
Brigadier General, USMC  
Deputy Commander